



**City Manager  
Monthly Report  
Report June 7, 2024**

## PARKS

### **Highlights:**

- Two Bridges Park splash pad opened May 24. Splash pad runs daily from 10am to 8pm, through September 22<sup>nd</sup>. Awaiting shade structure equipment for delivery mobilization and installation crews.
- Waterford Park playground equipment approved with Bliss Products. Notice of Intent to Award emailed to vendor May 31<sup>st</sup>. The playground will be complete by the end of the year.
- New shade structures are completed at Brook Run Park baseball fields.

### **Upcoming Events:**

- June 7: Pics in the Park: Back to The Future
- June 8: Groovin' on the Green Series Opener, featuring Deep Velvet
- June Surprise Date: Pop-up Giveaway Event at Brook Run Park playground with King of Pops and cooling towels!
- July 5: Pics in the Park: Kung Fu Panda
- July 13: Groovin' on the Green, featuring Mount Vernon School and NU Wave ATL
- July 18: Dunwoody Food Truck Thursday + Parks & Rec Month Celebration
- August 2: Pics in the Park: Madame Web
- August 10: Groovin' on the Green with DieDra Hurdle-Ruff and G Clef & The Playlist

### **Accolades and Happenings:**

- American Heart Association Heartsaver First Aid, CPR, AED Course successfully completed by four members on staff.

### **Department Items:**

- Interviewing for second Part-Time Recreation Leader to enforce on-site rental and Special Event permits.
- Interviewing new software companies for registrations and facility rentals.

### **Data:**

- 17 people registered for the first two Goat Pilates Classes; 7 people at our first Equalizer Health Class; Disc Camp has 17 signed up for summer camp; Dance camps are almost full for all weeks.
- Kids to Parks Day attendance estimate of 1,500 using Placer.ai hourly metrics.
- Food Truck Thursday attendance estimate of 2,000 using Placer.ai hourly metrics.

- Memorial Day attendance estimate of 250 between City Hall in-person event and streaming views.

## POLICE

### **Highlights:**

- Four Public Safety Ambassador (Civilian) positions were approved by Council effective 6/1/24. Interviews ongoing. Goal: 7/1/24 start date.
- Special Investigations Unit (SIU) of 1 Sgt and 3 Officers was approved by Council. Interview process for lateral transfers to begin soon. Goal: 7/1/24 start date.
- Real Time Crime Center is in the final stages of construction. The dedication and Grand Opening will be scheduled as soon as construction is complete.
- Four new Patrol Officers passed qualifications and were hired in May. Three sworn and one non-sworn. One candidate, a sworn female, starts 6/17/24.

### **Upcoming Events:**

- 2024 Teen Police Academy to take place 7/8-7/12/24. Registrations ongoing.
- Cops on Donut Shops Special Olympics Fundraiser on June 7<sup>th</sup>.
- Registrations open for Citizens Police Academy to take place 8/13 -11/14/24.

### **Accolades and Happenings:**

- Ten Dunwoody citizens graduated from the 14<sup>th</sup> Annual Citizens' Police Academy on 5/13/24 after 12 weeks of hands-on training behind the scenes of law enforcement.
- Officer of the 1<sup>st</sup> Quarter, Detective E. Haviland and Employee of the 1<sup>st</sup> Quarter, Crime Scene Technician Fisher were recognized and awarded at the 5/28/24 Council Meeting.
- 30x30 Initiative committee meeting took place 5/14/24. First project includes the creation of a 30x30 page on our website and building female officer profiles highlighting various female officers within our department.
- Chief Emeritus Billy Grogan will officially retire on 6/1/24.
- Major Fladrich was promoted to Deputy Chief effective 6/1/24.
- Lt. Krieg was promoted to Admin & Investigations Major effective 6/1/24.
- Sgt. Fecht was promoted to Patrol Lieutenant effective 6/1/24.
- Officer Carley was promoted to Patrol Sergeant effective 6/1/24.
- Applications are being accepted for lateral transfers to Detective Sergeant and Investigations Lieutenant.

### **Data:**

- See Crime Stats Comp. report (2023-2024 through April)  
<https://www.dunwoodyga.gov/home/showpublisheddocument/3345/638515307574070000>.

- Reports are published approximately one week after each month-end.

## **PUBLIC WORKS**

### **Highlights:**

- 2024 paving began with 7 streets in the Buckline Crossing and Dunwoody Trace completed this month.
- Began construction for pedestrian beacons on North Peachtree Road and Perimeter Center West.



### **Upcoming Events:**

- June - Begin construction on phase 2 of the Vermack Path.
- June- Final paving for Georgetown Gateway

### **Department Items:**

- Georgetown Gateway - The contractor completed 1,000 feet of curb 130 feet of path.
- Ashford Dunwoody Path Phase 1- Began sod installation. Pavers to be installed in plaza areas beginning in June.
- Perimeter Center West Pedestrian Beacon- Pole foundations were completed in May. Signal poles are scheduled to be delivered in June.
- North Peachtree Road Pedestrian Beacon- Pole foundations were completed in May. Poles are scheduled for delivery in June and work will be completed before school starts.
- Vermack Road Path Phase 2- Stormwater pipe installation is scheduled to begin in June.
- Gateway Signs- A full letter mock-up was completed in May. Contractor coordinated with Georgia Power to provide power at each site. Awaiting contractor's final shop drawing revisions.
- Annual Paving Contract – Work is continuing in the Adams Road neighborhoods. Paving in Perimeter planned at night during the summer. Arts Center parking lot paving scheduled to begin in August.
- Mount Vernon Road at Tilly Mill Road Intersection Improvement- Coordinating utility relocation plans with Georgia Power, telecom companies and Atlanta Gas Light. Utility plans are due in June. Right of way acquisition is ongoing.
- Old Spring House Lane Path- Easements acquired. Final overhead utility relocation plans from utilities are due in June.

- Village Crossroads, Chamblee Dunwoody Road- Contract for design to be presented to the City Council in July.
- Dunwoody Nature Wildcat Learning Center- Construction planned for after summer camps.
- Dunwoody Nature Center Wetlands Restoration- A grant funding request was submitted to the Georgia Environmental Protection Division.
- Brook Run Maintenance Facility- Concept plan comments have been provided to the architect and civil engineering.
- Stormwater projects completed during May included projects on Wood Hollow Drive, Fontainebleau Court and Buckline Xing.

**COMMUNICATIONS**

**Highlights:**

- Wrote and designed the Summer edition of the Dunwoody Digest – included tips for calling 911 and stormwater responsibilities
- Stormwater improvements at Dunwoody Nature Center – press release, video, news coverage
- Website: created 30x30 webpage and new cold case webpage for police
- Press releases: Municipal Court Amnesty, Memorial Day Ceremony, Summer in the parks, Mid-year pay increase, Paving plan



**Upcoming Events:**

- Juneteenth Tent – Sandy Springs
- July 4<sup>th</sup> tent
- Coffee with Council – Tom Lambert, June 27
- Press releases: Millage rate, Police Ambassadors, Real-Time Crime Center

**Department Items:**

- Graphics – Cinco de Mayo, Congratulations Graduates, Mother’s Day, Armed Forces Day, Memorial Day Ceremony, National Public Works Week, Municipal Court Amnesty, D-news promo
- Video – Dunwoody Gallery ribbon cutting, Sushi Kingdom ribbon cutting, City Hall Spelling Showdown, Eco Classroom Stormwater ribbon cutting, Park Place courtyard ribbon cutting, Splash pad opening, Memorial Day Ceremony

- “Inside Dunwoody” by City Manager Eric Linton focused on Chief Mike Carlson
- Created and shared 5 issues of D-news and a Dunwoody Ambassadors newsletter
- Created print calendar ads for Crier and Reporter

**April 2024 Data:**

- Issued 7 press releases; Received 10 media inquiries; Created 8 graphics; Produced 8 videos for social media: 44K total views (Splash pad opening was the most watched); 2 Council meetings – 1,225 total views on Facebook
- Top posts: (Facebook) Police pay increases; (Twitter) Memorial Day Ceremony; (Instagram) Splash pad opening video; (LinkedIn) Police pay increases

**COMMUNITY DEVELOPMENT**

**Highlights:**

- On May 13<sup>th</sup>, the Council approved the rezoning of the third phase for the Park Center development. The development consists of two towers with up to 300,000 sf of office space, 300 apartment units, 175 hotel rooms, and 22,000 sf of retail space.
- Campus 244 has received a temporary certificate of occupancy for the parking deck and the office building. Move-in work for Transportation Insight is expected shortly.
- The City has signed the contract for the new Comprehensive Plan and Unified Development Ordinance. Kick-off for the project is in June.
- The staff is investigating several instances of homeowners taking trees out in the city stream bank buffer and including the state stream buffer as well. Please call the community development department first before any work is done. The phone number is 678-382-6800.

**Upcoming Events:**

- June 10, 2024: City Council will hear about a proposed text amendment to change permit fees for minor construction permits in compliance with new state law.
- July 11, 2024: The Planning Commission will hear a text amendment regarding community residences and recovery homes.

**Accolades and Happenings:**

- The 2024 household hazardous waste recycling event was successfully completed on May 4<sup>th</sup>. With 473 residents participating, this was the largest household hazardous waste recycling event since the beginning of the pandemic.

**Department Items:**

- High Street is continuing its close-out process. Certificates of occupancy for the commercial buildings are expected in June. At that time, the central green and the grand staircase will become accessible to the public.
- Work on building out the new permitting software is continuing. Community Development will conduct preliminary software testing in June.

**Data:**

- The building division completed 491 inspections.
- Code Enforcement conducted 134 inspections including 7 vacant properties, received 78 new complaints and brought 33 cases into compliance.
- Code Enforcement removed 271 signs from the right-of-way.
- The staff issued 41 code enforcement warnings and 5 citations.
- A total of 163 permit applications were received and 102 permits were issued.
- The department conducted 52 erosion control inspections.

**ECONOMIC DEVELOPMENT**

**Highlights:**

- Park Place Courtyard ribbon cutting.

**Upcoming Events:**

- June 4, Dunwoody Art Commission Meeting
- June 4, BisNow – Expanding the Perimeter Forum
- June 12, TiE Atlanta Monthly Meeting
- July 2, Dunwoody Art Commission Meeting
- July 10, TiE Atlanta Monthly Meeting
- July 18, Dunwoody Development Authority Meeting
- July 25, Access Georgia Foundation – Dunwoody Launch Event
- August 6, Dunwoody Art Commission Meeting
- August 22, State of the Edge Community Forum

**Accolades and Happenings:**

- Annual Perimeter Market Report published in the Atlanta Business Chronicle.
- Perimeter Area Report published in the May issue of Georgia Trend.

**Department Items:**

- Held ribbon cutting for Sushi Kingdom and Park Place Courtyard Renovations.
- Attended business and community meetings: Hosted the Dunwoody Marketing Alliance Meeting, Create Dunwoody Board Meeting, Perimeter Chamber Coffee Connection, Dunwoody Development Authority Board Meeting, TiE Atlanta Monthly Meeting, and Perimeter Chamber Luncheon.

**Data:**

- Conducted 11 Retention Meetings.
- Conducted 22 Business Touch Points.
- Conducted 10 Business Recruitment Meetings.

**FINANCE**

**Highlights:**

- The Monthly Financial Report for April 2024 can be found at:  
<https://www.dunwoodyga.gov/home/showdocument?id=3446&t=638526651486441557>
- The Dunwoody ARP and CARES Act webpages have been updated with all activity through April 30, 2024.
- Audit Committee meeting was held on Monday, May 13 at 3:30pm at City Hall.

**Upcoming Events:**

- 2024 Millage Rate public hearings are scheduled for Wednesday, June 26 at 6:00pm, Thursday, June 27 at 8:00am, and Monday, July 8 at 6:00pm.

**Accolades and Happenings:**

- Surplus of 12 vehicles and 1 trailer was presented to City Council at the May 28 meeting.

**Department Items:**

- Finance staff continues working with Community Development and Information Technology on the implementation of CentralSquare, which is an update to our permitting software.
- Risk Manager began working on the City's application to GMA for the 2024 Safety and Worker's Compensation grants
- 2024 GIRMA Property & Liability Insurance schedules were finalized.
- Notice of Intent to Award issued to Vandermeer Management, LLC for Program Management Services at Brook Run Park.
- Notice of Intent to Award issued to Bliss Products and Services, Inc. for Request for Proposals (RFP) 24-03 Purchase, and Installation of Playground Equipment at Waterford Park.
- Notice of Intent to Award issued to TSW Design Group for RFP 24-02 Comprehensive 10-Year Plan & Creation of a Unified Development Ordinance.
- Notice to Proceed issued to Southern Preservations Systems for ITB 24-01 2024 Maintenance Repairs Shallowford Annex Building.
- Notice to Proceed issued to Sol Construction, LLC for Vermack Road Trail Phase II Proposal.
- Contract issued to NV5 Engineering and Consultants for Mt. Vernon Road Multi-Use Trail-Additional Colonial Pipeline Subsurface Utility Engineering Quality Level "A" Survey.



## INFORMATION TECHNOLOGY

### **Highlights:**

- Back Up and Recovery Provider Request for Proposals (RFP) – Reviewing submittals.
- Starting discovery in preparation for Network Refresh / auditing main server room equipment.

### **Major Projects:**

- Digital Cities Survey 2024 - Started
- Sharepoint Migration – The scheduled completion date is before December 2024.
- Additional Security Assessment and updates – Projects in progress.
- CID Applications – Partially completed.
- Cyber Security ARPA updates – Projects ongoing.
- Central Square – The project is in progress with scheduled Business License completion, September 2024.
- Accounts Payable (AP) Automation – The project has started and is scheduled for completion, Q3 2024.
- Data Classification Applications – In progress
- Court App Updates

### **Department Items:**

- Park Internet – On hold for Networking Refresh
- GMIS Accreditation – Paused for GMIS updates
- Comcast upgrade to fiber – On hold for Networking RFP
- SIEM/SOC project – The next stage is on hold for Network Refresh
- What Works Cities Certification Assessment – Currently on hold due to workload.

### **Data:**

- This period 210 helpdesk tickets are currently opened.
- The department has closed 210 helpdesk tickets.
- The department hosted 12 zoom meetings this period.
- Currently, 157 users are being managed.
- There are 593 devices (laptops, tablets, cell phones, and desk phones) being managed.

## CITY CLERK

### **Data:**

- The City Clerk's Office processed 544 open records requests in the month of May.
- The City Clerk's Office processed 6 contracts during the month of May.
- The City Clerk's Office prepared all agendas, summaries, minutes, and associated procedures that were held during the month of May:
  - ✓ One Art Commission
  - ✓ One Audit Committee
  - ✓ Two City Council
  - ✓ One Development Authority
- Reviewed and approved the financial transactions and expenditures for the City Council and City Clerk's office for May.

### **MUNICIPAL COURT**

**Highlights:**

- Proclamation recognizing Municipal Court Clerks Week June 10<sup>th</sup> – June 14<sup>th</sup> read at the May 28<sup>th</sup> City Council Meeting.

**Upcoming Events:**

- Kicked off the Amnesty program for the months of June and July. Mailed over 500 notices, advertised on social media and local news.
- Municipal Court Clerks Week June 10<sup>th</sup> – June 14<sup>th</sup>

**Department Items:**

- A deputy clerk resigned, and the position has been posted.

**Data:**

- There were 658 citations filed with the court for this period and disposed of 772 citations.

### **HUMAN RESOURCES**

**Highlights:**

- The city filled three Police Officer positions, as well as two positions in the Technology Department, Lead Systems Engineer, and Systems Administrator.
- Human Resources and the Finance Department administered City-wide pay increases that went into effect on May 30<sup>th</sup>.
- The Department is working with the City's benefits broker regarding benefits renewals in preparation for Open Enrollment.
- Human Resources and the Wellness Committee recognized Mental Health Awareness Month in May by sponsoring a presentation regarding the link between mental health and physical health, a mental health wellness challenge

focused on decluttering, Feel Good Friday, and Fro-Yo Friday, a social event for all staff.

**Upcoming Events:**

- June wellness events will include a seminar on healthcare consumerism, Feel Good Friday, and the introduction of a new Cigna online health coaching program.
- July wellness events will include a seminar on physical wellbeing and preventive care, Feel Good Friday, and a smoothie truck social event.
- In August, the Wellness Committee will sponsor biometric screenings and Feel Food Friday.